Data Bar

Data bars provide a graphical representation of data in the spreadsheet. The graphical representation is based on the values of data in a selected range. Click on **More Options** in the Conditional Formatting dialog to define how the data bars will look. Data bars can only be used when **All Cells** has been selected for the condition.

Icon Set

Icon sets display an icon next to the data in each selected cell to give a visual representation of where the cell data falls within the defined range that you set. The icon sets available include colored arrows, gray arrows, colored flags, colored signs, symbols, bar ratings, and quarters. Icon sets can only be accessed when the Conditional Formatting dialog has been opened and **All Cells** has been selected for the condition.

Date

Date applies a defined style depending on a data range that you choose from the drop-down menu. Examples include *Tomorrow*, *Last 7 days*, *This week*, *Next month*, *Last year*.

> ### ⓘ Tip
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> Although each can be accessed using a different option in the **Format > Conditional** menu of the Menu bar, the five variants of the Conditional Formatting dialog shown in Figures 53 to 57 are not distinct. Once the dialog is open you can create conditions of all types without interacting with the Menu bar. For example, you might create *Condition 1* to select a cell style to be used if the cell takes a certain value (*Condition 1* is of type "Condition"). You might then press the **Add** button to create *Condition 2* by selecting **All Cells** in the condition's upper left drop-down and then selecting **Data Bar** in the adjacent drop-down (*Condition 2* is of type "Data Bar"). You might then press the **Add** button to create Condition 3 by selecting **Date is** in the condition's upper left drop-down (*Condition 3* is of type "Date"). In this way you can create many conditions of different types to control the conditional formatting of the selected cells.

Conditional formatting management

To see all the conditional formatting defined in the spreadsheet and any styles used:

1) Go to **Format > Conditional > Manage** on the Menu bar to open the Manage Conditional Formatting dialog (Figure 59).
2) Select a range from the Range list and click **Edit** to redefine the conditional formatting.
3) Select a range from the Range list and click **Remove** to delete the conditional formatting. The deletion is immediate with no confirmation.
4) Select **Add** to create a new definition of conditional formatting.
5) Click **OK** to save the changes and close the dialog.